



Radford Public Library Policy Manual

FINAL DRAFT

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Radford Public Library
30 West Main Street, Radford, VA 24141

Table of Contents

Mission, Values, and Vision.....	3
Mission.....	3
Values.....	3
Vision.....	3
Getting a Library Card	3
Types of library cards	3
Library Cards for Minors	5
Lost Card	5
Standards of Acceptable Behavior	6
Examples of Unacceptable Behavior.....	6
Teen Area	6
Unaccompanied Children.....	7
Food and Beverages.....	7
Internet Acceptable Use Policy	7
Acceptable Use	8
Unacceptable Use	8
Work Sessions	8
Circulation Procedures.....	9
Fines	9
Damaged and Lost Items	9
Collections Agency	10
Confidentiality.....	10
Reference Procedures.....	11
Interlibrary Loan.....	11
Other Services	11
Faxing, Copying, and Printing.....	11
Notary Services	11
Test Proctoring.....	12
Opening Procedure	12
Closing Procedure	12
Holiday Schedule.....	12
Inclement Weather Policy.....	12
Volunteer Policy	12
Community-Service Volunteers	13
Exhibits and Displays.....	14
Hand-Out Materials	14
Community Meeting Room Policy	14
Selection Policy	16

General Principles of Selection	16
Criteria	16
Gifts	16
Collection Re-Evaluation	16
Objections to Material in the Collection	17
Library Bill of Rights	17
Freedom to Read Statement	17
Affirmed Propositions	18
Radford Public Library By-Laws	20
Article I	20
Article II	20
Article III	21
Article IV	21
Appendix I – Forms	23
Adult Teacher and Homeschooler Parent Library Card – Agreement to Terms	23
Community Service Volunteer Agreement	23
Fees Sheet	23
Library Materials Comment Form	23
Volunteer Application	23

Mission, Values, and Vision

Mission

To educate, enlighten and enrich our community.

Values

Radford Public Library promotes the exchange of ideas by holding in its collections a balance of viewpoints freely accessible to all. The library serves as the social and intellectual fabric of our community. Staff responds professionally and efficiently to the community's information needs. The Radford Public Library adheres to the American Library Association's Freedom to Read statement and the Library Bill of Rights.

Vision

The Radford Public Library provides constant, flexible and responsive services amid the sea of ever changing information and technologies.

Goals & Objectives

- To assemble, preserve, and make available educational materials in organized collections in order to promote an enlightened citizenship and enriched personal lives.
- To serve the community as a center of information.
- To provide opportunity and encouragement for children, young people, and adults to educate themselves continuously.

Getting a Library Card

Everyone is entitled to a free library card. Photo ID is required in order to get a card, unless the patron is under the age of 18, in which case staff may use other methods to establish identity (school ID or report card, parents, etc.).

Types of library cards

Standard Cards

These are the most common cards issued. The following applies to standard card accounts:

- They expire after 3 years
- 50 items can be checked out for 2-week periods.
- DVDs are limited to 4 per account.
- CDs are limited to 4 per account.
- Items (that are not on hold) can be renewed up to two times, for a total of 6 weeks.
- All standard fines apply.
- Limit of 10 items per category.
- If an item is overdue for more than 3 months, or if fines exceed \$10.00, the account will be restricted.

There are two standard card types:

Radford Public Library only

For use only at Radford Public Library.

NRPL Co-op Card

Radford Public Library participates in a reciprocal borrowing agreement with other libraries in the planning district. The New River Public Library Cooperative consists of the Radford Public Library, Montgomery-Floyd Regional Library, Pulaski County Library, and the libraries of Giles County. Under the reciprocal borrowing arrangement, registered library users from each jurisdiction will be entitled to borrowing privileges at the other libraries. Under this agreement, each library will be responsible for overdue collection of materials checked out from their library.

In other words, if you get a coop card, you can register with any library in the coop and use one card for all accounts. However, materials must be returned to the library from which they were borrowed.

Adult Teachers and Home Schooler Parents Card*

The Radford Public Library supports the work of teachers and hopes to encourage the use of the library's resources in order to enrich the lives of their students. To that end, teachers and parents who homeschool their children and present documentation from the state of Virginia verifying their status as a teacher will be awarded a Teacher card. Documentation will also be requested at the time of account renewal. The following applies to these accounts:

- They expire after 3 years, or when patron no longer qualifies as a teacher.
- 50 items can be checked out for 6-week periods, and cannot be renewed.
- DVDs are limited to 4 per account, and receive a 2-week checkout period.
- CDs are limited to 4 per account, and receive a 2-week checkout period.
- New books receive a 2-week checkout period, and may be renewed if the item is not on hold.
- No late fines will be charged, however loss and damage fees still apply.
- If an item is placed on hold by another patron, it is subject to recall, whereby the teacher will be notified when the hold is placed and must return that item to the library within three days. However, the teacher will be afforded at least a two-week checkout before the item can be recalled.
- Limit of 10 items per category.
- If an item is overdue for more than 3 months, the account will be restricted.
- If an item is overdue for more than 6 months, the item will be marked lost, and the teacher will be responsible for the replacement cost of the item. If the item is returned after it has been marked lost, a flat \$10.00 fee will be charged.

Teachers are encouraged to maintain a regular account for personal items and use the teacher card only for items relevant to teaching purposes.

*Those desiring this card-type must sign an [agreement to these terms](#).

Temporary Card

Temporary cards are issued if a patron is visiting the area, or have insufficient ID to create a standard account. The following applies to temporary accounts:

- They expire at a time agreed upon by the staff member at the time of issue.
- 2 items can be checked out for a 2-week period.
- Items (that are not on hold) can be renewed up to two times, for a total of 6 weeks.
- All standard fines apply.
- If an item is overdue for more than 3 months, or if fines exceed \$10.00, the account will be restricted.

University Student Card

This card grants all the same privileges as the standard cards, except that it expires in one year. This allows the library to keep current address information on file. So, the following applies to these accounts:

- They expire after 1 year.
- 50 items can be checked out for 2-week periods.
- DVDs are limited to 4 per account.
- CDs are limited to 4 per account.
- Items (that are not on hold) can be renewed up to two times, for a total of 6 weeks.
- All standard fines apply.
- Limit of 10 items per category.
- If an item is overdue for more than 3 months, or if fines exceed \$10.00, the account will be restricted.

Staff Library Card

All Radford City Employees are entitled to a Staff Library Card. The following applies to these accounts:

- They expire after 3 years, or when no longer employed by the city.
- 50 items can be checked out for a 3 month checkout period, and cannot be renewed.
- DVDs are limited to 4 per account, and receive a 2-week checkout period.
- CDs are limited to 4 per account, and receive a 2-week checkout period.
- New books receive a 2-week checkout period, and may be renewed if the item is not on hold.
- All standard fines apply.
- If an item is placed on hold by another patron, it is subject to recall, whereby the staff member will be notified when the hold is placed and must return that item to the library within three days. However, the staff member will be afforded at least a two-week checkout before the item can be recalled.
- Limit of 10 items per category.
- If an item is overdue for more than 3 months, or if fines exceed \$10.00, the account will be restricted.
- Holds placed on items on these accounts receive the lowest priority.

Library Cards for Minors

There are no age requirements for obtaining a library card. However, children under 10 need a parent or legal guardian's consent to get a library card. Materials checked out to children under 10 are considered to be the responsibility of parents or legal guardians, so parents/guardians may have access to information on those cards.

Children and teens ages 10 and up may get a library card with or without parental consent. Parents/legal guardians may have access to information on these accounts, unless the minor has specifically requested a private account.

Lost Card

If you lose your library card, you may verify your identity to staff using alternate means in order to check out items. You may also request a replacement card for a charge of \$1.

Standards of Acceptable Behavior

Any behavior disruptive to library use is prohibited. The standards articulated in this policy are intended to clarify and delineate acceptable behavior for Patrons of the Radford Public Library. Patrons engaged in unacceptable conduct may be required to leave the building. If a patron refuses, the police will be called. Where criminal actions are committed, violators will be subject to arrest and will be prosecuted to the full extent of the law. The list below is not meant to be all-inclusive, and staff reserves the right to use reasonable judgment if faced with other examples they deem to be unacceptable behavior.

Examples of Unacceptable Behavior

- Engaging in any illegal activity.
- Using sound or viewing images in ways that disturb other customers or staff.
- Unaccompanied children under 10-years-old are not allowed in the building.
- Fighting, threats, or stalking.
- Using or distributing controlled substances.
- Intoxication or drunken behavior.
- Using tobacco products. Vaping and e-cigarettes are also prohibited inside the library.
- Sexual acts: e.g., flashing, unwanted physical contact, touching, petting or sexually-oriented gestures, sounds or comments.
- Using verbal or written abuse: e.g., obscene language or discriminatory remarks.
- Mutilating, damaging or defacing of any library material.
- Theft of library materials or property, or personal property.
- Use of bicycles, tricycles, scooters, skateboards or skates inside the library. All sporting equipment should remain outside the library.
- Bringing in pets without a leash. Animals are permitted, but must be on a leash or in a carrier. Staff reserves the right to ask that owners leave pets outside if they are disruptive. Service animals are always permitted.
- Using the public phone for excessive periods. There is a one-minute limit for use of the public phone.
- Leaving personal items unattended. The library assumes no responsibility for the personal items of patrons. Teens may leave backpacks on top of the stacks in the teen area ONLY during designated teen hours. Unattended items in all other circumstances may be placed in the lost and found.

Teen Area

The Radford Public Library is committed to providing an inviting and safe space for teenage patrons to engage in individual and group activities. The social nature and unique characteristics of this age group require a separate space designed for their needs.

From Monday-Friday during the hours of 2:30 p.m.-5:00 p.m. when school is in session, the teen area is for teens only. In order to utilize the teen area during those hours, patrons must be in middle or high school, and currently enrolled in school. However, patrons of all ages are welcome to browse and check out materials from the Young Adult collection.

Teens are expected to respect the overall library environment, and may not engage in activities or communications that disrupt other library users or staff. All library policies apply to the teen area, however during the hours designated above higher volumes are considered acceptable. The library reserves the right to limit the use of the library by teens who, in the judgment of library staff, are infringing upon the rights of other library users by inappropriate behavior.

Teens in violation of the Teen Area policy or the Standards of Acceptable Behavior will be given a warning. Library staff reserves the right to immediately ask teens to leave in cases of extreme behavior or repeated violations of the same policy.

For minor disruptions, staff will utilize the “three strikes, you’re out” policy. If a teen is caught in violation of the standards of acceptable behavior three times in one day, they will be sent home for the day. If they are sent home three times in one year, their parents will be notified, and must conference with youth services staff before their child can come back to the library. Some examples of expulsion periods that staff might choose to use are as follows:

- Not throwing away trash – 2 weeks expulsion, or 1 week of library community service (teen’s choice)
- Being caught on the roof – 2 months expulsion
- Physically fighting – 3 months expulsion
- Verbally threatening staff – 1 year expulsion

Unaccompanied Children

When in the library, children under 10 years of age should be in their parent or guardian’s line of sight at all times. The library is a public building and while we hope that our youngest patrons are safe in our facility, we do not act in loco parentis and it is up to you to ensure the safety of your child.

If a child under 10 is disruptive and staff are unable to locate parents, the police department will be contacted for a referral to social services. If children under 10 are found in the library alone at closing time, staff will attempt to contact parents, but will wait no longer than 15 minutes after closing before contacting the police.

Under no circumstances will staff transport children in a vehicle or accompany them home.

Food and Beverages

The Radford Public Library strives to create a welcoming, clean and comfortable environment for the public. To that end, beverages and small snacks are allowed in the library, provided that they are in accordance with the following guidelines:

- Beverages will be in a lidded container or can
- Individuals may consume snacks and beverages in a way that does not interfere with the comfort of other patrons.
- No snacks or beverages allowed in the Ann H. Fisher New River Room.
- Patrons assume all responsibility should any use of food or beverage result in damage to library materials or equipment.
- Patrons will dispose of any trash, notify staff of any spills, and will be considerate toward other patrons.
- Food for groups may be consumed in meeting room areas or in a special event.

Library staff reserves the right to direct patrons to immediately remove any food and beverages that do not conform to this policy in library staff’s sole judgment.

Internet Acceptable Use Policy

The Internet is a resource that enables library patrons to access information beyond that contained in the library’s collection. While the Internet contains a vast amount of information, it

also provides access to sites containing material that some patrons may find offensive, and some material that may be illegal.

Acceptable Use

The library does not monitor and has no control over information obtained on the Internet, and cannot be held responsible for its content. Not all sources on the Internet provide accurate, complete, or current information. Parents and guardians of minor children must assume responsibility for their children's use of the Internet through the library's connections.

The Radford Public Library upholds and affirms the right of each individual to have access to constitutionally protected material. The library also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources.

All users of electronic information resources such as the Internet at the public library are expected to use these resources in a responsible manner consistent with the educational and informational purposes for which they are provided, and the public setting in which they are offered.

Unacceptable Use

Use of library resources is a privilege, not a right, and inappropriate use will result in a suspension of that privilege. Examples of unacceptable use, some of which have legal consequences, include, but are not limited to the following:

- Violation of computer system integrity
- Unauthorized tampering with computer hardware or software
- Violation of software license agreements and copyright laws
- Violation of another user's privacy
- Use of sounds or visual images that are disruptive to other library users
- Illegal acts using library computer resources
- Sending, receiving, or displaying graphics that may reasonably be construed as obscene

Work Sessions

Stations are available on a first come, first serve basis, and there is no time limit for use. However, staff reserves the right to limit use to 30 minutes during high-traffic times.

Computers in the teen area are for teen-use only on Mondays through Fridays, from 2:30-5:00 p.m. when school is in session. Adults using those computers during the day will be asked to log off at 2:30 p.m. Conversely, if an adult or child needs to use a computer during those hours, and a teen is using a computer not in the teen area, he or she may be asked to give up that computer and relocate to a computer in the teen area.

Computers will be shut down at 15 minutes until the closing time each day, and patrons must complete all work, saving, and printing before that time.

Only 2 people are permitted to use a workstation at one time.

Library staff will provide limited assistance with electronic resources as time permits. The library offers books, videos, and periodicals about the Internet.

Library Internet users must agree to the above terms and conditions via the splash page before each computer session.

Circulation Procedures

On standard accounts, all materials are loaned for a two-week period. All materials, except movies and music, may be renewed for two additional two-week periods. DVDs and CDs cannot be renewed. Renewals may be made in person, by telephone, or online. For those with Adult Teacher and Home Schooler Parent Accounts, extended checkouts of six weeks will be made available. This extension is a privilege and is not extended to new items, items on hold or media. Renewals are not allowed on Teacher accounts.

No item that is on hold will be renewed at all on any account-type. All Borrowers are limited to ten items on a particular subject, 4 DVDs, 4 CDs, and 50 items total. Magazines will check out except for the most current issue and reference magazines. In some cases, Reference material and items in the library's local history Special Collection may be checked out overnight to a registered library user for research purposes upon request.

In order to check out electronic devices that circulate, even those for in-house use only, a patron must have their physical library card. Patrons may only check out one electronic device for in-house use at a time.

Exceptions will be granted at the discretion of staff under special circumstances.

Fines

A charge of ten cents per day is made for each library day that a book or any library material is overdue after a four-day grace period. The maximum fine per item is \$3.00. The maximum fine to any individual patron at one time is \$10.00 when all items are returned. \$1.00 will be charged for each day an interlibrary loan item is overdue. Fines are not intended to be punitive nor to limit access to the library collection, but to discourage abuse of borrowing privileges.

Borrowers who have items that are three months or more overdue will be denied borrowing privileges until all items are returned or have been paid for by the borrower. Additionally, patrons with charges to their account in excess of \$10.00 will not be permitted borrowing privileges. Some access to digital databases requires a zero account balance.

Damaged and Lost Items

After an item is overdue for 6 months, that item is marked lost, and the patron is responsible for the replacement cost of the item. This includes electronic devices that circulate. If the item is returned after it has been marked lost, the replacement cost will be waived, but the patron must pay a \$10.00 late fine before the account can be restored.

Items that are damaged beyond repair will result in a fee being charged to the borrower in the amount of the cost of the material or a standard replacement cost for a similar item. Should a patron offer to replace the item with an alternate copy, the following terms apply:

- The replacement item must be new. DVDs must be sealed and wrapped. Books purchased on the internet are often used copies and cannot be accepted.
- A \$5.00 processing fee will be required.

For items that are damaged but repairable, the borrower will be charged an appropriate repair cost.

The library encourages all patrons to report damages to a staff member and not attempt to repair the damage of items. A distinction is made between normal wear and tear and actual damage.

Fees will be assessed on a case-by-case basis, using the following guidelines:

- Damaged CD in a set (ex. Audiobook with 12 discs but one disc damaged) - \$8.00 for each disc requiring replacement. Staff reserves the right to charge a patron for the entire cost of a series in which the patron damaged one disc, if a replacement disc cannot be acquired separately.
- Repairable damage to books (examples include torn or missing dust jacket, minor food or liquid damage, damaged or lost audiovisual case) - \$5.00
- Missing artwork with CDs or DVDs - \$5.00
- Missing charging cord for electronic device - \$15.00

Collections Agency

The library contracts with Unique Management, a professional service that prompts library users to return their overdue materials. Patrons who have items that are overdue for 60 days or more, and who have \$60.00 or more in fines will be entered into the Unique Management system. Unique Management uses a library specific technique. Their process is explained on their [website](#), "The Gentle Nudge® process is a 120-day series of letters, calls, skip tracing, and credit reporting designed exclusively for libraries. Our careful use of third party leverage, coupled with an awareness of patron sensitivity, provides excellent results with no loss of patron goodwill."

Minors will NOT be submitted to a collections agency under any circumstances. If a minor has materials overdue for over 3 months, their account will be restricted until they return the items or pay replacement costs. Minors may also request a volunteer assignment to work off their fines. Staff will make determinations about volunteer arrangements on a case-by-case basis.

Fees that are over 7 years old will be waived. While we make every effort to withdraw names from unique management in a timely manner, patrons are encouraged to follow up regarding their accounts if they believe their account should be cleared.

Confidentiality

In accordance with the American Library Association's "Policy on Confidentiality of Records," library employees shall be advised that circulation records and other records identifying the names of library users are confidential. These records shall not be made available to any agency of federal, state, or local government, or any individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. The library shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

The Library urges all patrons to use and be responsible for their own accounts.

There are no age requirements for obtaining a library card. However, children under 10 need a parent or legal guardian's consent to get a library card. Materials checked out to children under 10 are considered to be the responsibility of parents or legal guardians, so parents/guardians may have access to information on those cards.

Children and teens ages 10 and up may get a library card with or without parental consent. Parents/legal guardians may have access to information on these accounts, unless the minor has specifically requested a private account. Private accounts can be requested at time of issue, or at any time thereafter in writing, in person, or by phone.

Reference Procedures

The Radford Public Library will provide as current and complete a reference collection as possible, giving limitations of budget, and the staff will search all questions of this nature. When answers or information are not found in library sources, other avenues shall be investigated, including the Library of Virginia, electronic resources, other area libraries, and interlibrary loan.

Interlibrary Loan

Interlibrary loan (ILL) services are available through Radford Public Library to interested patrons. If a desired item is not part of the collection at RPL, patrons may request that it be purchased for the collection through the [library's website](#), or request it via interlibrary loan. The library will charge return postage to library users who receive interlibrary loan material. When using ILL, patrons will follow the policy of the lending library regarding due dates. Some items can be renewed, but Radford Public Library staff must coordinate renewals with the lending library on a case-by-case basis. \$1.00 will be charged for each day an interlibrary loan item is overdue.

Other Services

Faxing, Copying, and Printing

Fax services are available during the library's posted opening time until 15 minutes prior to closing. Faxes can also be received by the library on a patron's behalf – send to 540-731-4857. Faxes are \$1/page (to send or receive), not including the cover sheet which is free. We cap the cost of faxing at \$30.00 per fax. Please ask a staff member for assistance with faxing.

The library has a copy machine that can be used anytime during the library's open hours. Copies are self-service, but staff members are happy to assist when needed. A fee of \$.10/page is charged for copies. Double-sided copies cost \$.20 per page. Color copies can be made by a staff member and are \$.25/page (\$.50 per double-sided page).

Printing is available via Wi-Fi from library laptops, and from any library computer. Both black and white and color are available. You must visit the front desk to release your print jobs (please make note of your computer number). Color prints are \$.25/page, and double-sided prints cost \$.50. Black and white prints are \$.10/page (\$.20 for double-sided).

Notary Services

Notary services are available during certain hours. Drop-ins are welcome, however if you want to ensure a notary public is available at any given time, it is best to call the library and see if someone on staff who can offer this service is available.

There is no charge for this service.

Test Proctoring

Library staff can act as a test proctor for students taking online tests at no charge. We ask that patrons requesting this service contact the library ahead of time to schedule these services. Please note that while we are willing to proctor tests, it is the responsibility of the student to be sure library proctoring is adequate to their testing requirements.

Opening Procedure

There must be at least two Library staff members on duty anytime the Library is open to the public.

Closing Procedure

Patron computers (including AWE stations in the children's area) will be shut down 15 minutes prior to the closing time. All work, saving, and printing needs to be completed by that time. Faxing services also end at 15 minutes prior to closing. We ask patrons to be in line for checkout and begin final copies and other tasks no later than 5 minutes prior to the posted closing time.

Holiday Schedule

The Radford Public Library will close for the following City of Radford holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the Friday that follows, Christmas Eve, and Christmas Day. In addition, the library will close on Easter Sunday and all Sundays between Memorial Day and Labor Day. The library will close at 5 p.m. instead of 8 p.m. on the day before all City of Radford holidays that the library observes, and at 5 p.m. on every night during the week between Christmas and New Year's Day. Further, the library will close any weekend days that are adjacent to City of Radford holidays when appropriate.

Inclement Weather Policy

When weather conditions affect the safety of roads, the Library Director may choose to close the library early for the safety of library employees and users of the library. Every effort will be made to keep the library open, particularly during the daytime hours Monday through Friday. Extreme weather conditions and power failures will be considered on a case-by-case basis.

Volunteer Policy

Volunteering for Radford Public Library can be a rewarding and exciting experience. Volunteer time, energy and goodwill are invaluable assets to the Library because volunteerism enhances the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens and deepens the Library's relationships throughout the community. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers may not:

- Perform activities that could reveal confidential patron information.
- Use the Integrated Library System (ILS).
- Have one-on-one contact with minors behind closed doors under any circumstances.

In general, volunteers will not provide direct service, and will work in open, public spaces. Direct service may be provided by volunteers as an educational opportunity, if a volunteer is qualified, or for a special event, but service will be supervised by a Library staff member.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

Neither the City nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer.

To encourage volunteerism and to ensure a positive experience at the Library, the Library will:

- Where necessary, provide orientation and training to prepare the volunteers to perform their duties.
- Provide volunteer supervision in accordance with sound supervisory practices and library policies.
- Maintain accurate volunteer demographic data, including hours worked.

Individuals interested in volunteering at the Library must fill out an [application form](#). Candidates will be accepted based on the Library's project and programmatic needs matched with the candidates' qualifications to meet those requirements as determined during the selection process. The Library may not accept every volunteer application.

Community-Service Volunteers

The Radford Public Library accepts, on a limited basis, court and school-ordered short-term community service volunteers. The volunteer's offense must not involve larceny, must be of a nonviolent and non-threatening nature, and is subject to approval by library staff. A variety of tasks may be assigned to respond to immediate needs that the library might have.

Community service volunteers are expected to observe proper decorum while on library property and not entertain their peers during service hours. Limited cell phone use is permitted with verbal permission from supervisory staff.

Community service volunteers must sign an [agreement](#) prior to their first assignment. Additionally, community service volunteers are subject to all of the Library's volunteer policies as listed above.

Exhibits and Displays

All exhibits and displays in the Radford Public Library will be subject to the following regulations:

- Library programs and exhibits will have first priority for available display space.
- All posters, exhibits, and displays in the library must have the prior approval of the Library.
- All permanent additions to the library (plaques, landscaping, etc.) must have prior approval of the Library Director.
- All posters, exhibits, and displays that outside groups or individuals wish to put in the library must fall within these guidelines: the subject matter must be of community interest; the event or display must be of a civic, cultural, educational, or recreational nature.
- Due to limitations of space and the primary intended use of that space for library purposes, the library reserves the right to limit the number of displays, posters, or exhibits at any time.
- Unless specific arrangements are made beforehand, all posters or displays become property of the library and will be disposed of at regular intervals.

Hand-Out Materials

- It is the policy of the Radford Public Library to permit and encourage the distribution of free pamphlets, brochures, and other similar materials from the library in a manner consistent with the provisions of this policy.
- A display rack will be provided at the library for the distribution of free hand-out materials.
- Material permitted to be displayed for free distribution at the library shall be of an educational, cultural, or informational nature, or having regard to matters of community or civic interest.
- Materials consisting primarily of appeals for contributions shall not be included for display or distribution.
- Display of material for free distribution shall be subject to prior approval by library staff based upon review in accordance with the standards set out in this policy.
- Material in the handout rack will be reviewed and removed regularly, based on currency or lack of space. The library staff will dispose of items unless specific prior arrangement has been made.
- Any person aggrieved by a determination regarding display and removal of materials in accordance with this policy may appeal the decision to the City Manager.
- Notwithstanding the other provisions of this policy, organizations such as the Lamplighters, having for one of their primary purposes the support of libraries, may be permitted to display materials consisting primarily of appeals for contributions.

Community Meeting Room Policy

Use of the Community Meeting Room at the Radford Public Library will be subject to the following regulations:

- Library functions will have priority over any other use of the room. City of Radford government agencies have second priority. Non-profit community groups may use the meeting room at no charge.

- The meeting room is available for public gatherings of a civic, cultural, educational, or religious nature. No admission fee may be charged for meetings. Private and social gatherings are not allowed.
- All meetings held in the library meeting room must be open to the public.
- Organizations that are commercial or political will pay \$15 per hour for use of the meeting room and will be held to the meeting room policy. Retail sales are prohibited.
- Reservations for the room will not be made any further than 3 months ahead of time; regularly scheduled meetings must be renewed at 3-month intervals to give new users an equal chance at reserving the room. No group may reserve a room for more than 52 times in a single year or 5 days in a single month.
- Meetings may involve no more than 50 people per room, as directed by the Radford Fire Department.
- Generally, meetings should coincide with the normal operating hours of the public library. Meetings that run past closing time or begin before opening time must make prior arrangements to do so. In such cases, the group will be responsible for ensuring that the doors are locked and the lights turned off before leaving. Groups that require a key to enter will be responsible for picking up the key ahead of time and returning it the next day.
- All groups using the meeting room will assume responsibility for any damage to the room or its contents. Groups are responsible for their own set up of chairs and tables, and must clean up and return the room to the condition in which they found it within their reserved time. The room should be left in neat and orderly condition. Groups will be held responsible for damages to any library facilities, including furniture, carpeting, and equipment.
- Loud talk or any use of the room that disturbs in any way the library or library users is prohibited. No signs, poster, displays, or decorations may be put up without prior permission.
- The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement by the Library or administration of the group's policies or beliefs.
- Groups using the room will need to fill out an application with their current contact information and will receive a copy of the meeting room policy.
- Arrangements for the use of equipment need to be made ahead of time with library staff.
- Large groups will arrange for parking that does not impede the parking of patrons of the library.
- If the meeting room is vacant, individuals may sign up with library staff to use the room as a quiet space.
- Groups may not leave items in the meeting room without the permission of the Director. The library will not be responsible to any damage or theft of items stored.
- The library may, at the Director's discretion, co-sponsor certain programs held in the library or community. Criteria used to determine co-sponsorship of program will be the same used to determine use of the meeting room. Staff will be involved in the planning or participation of a program the library is co-sponsoring. The library will promote the program it is co-sponsoring.

Selection Policy

The purpose of this policy is to further the stated objectives of the Radford Public Library. It will serve to guide librarians in the selection of materials and to inform the public about the principles upon which selections are made.

The goals of selection are: to maintain a well-balanced collection of materials for information, reference and research; to support the democratic process by providing materials for the education and enlightenment of the community; to provide recreational resources; and to maintain a strong collection of current and classical literature.

The responsibility for selection lies with the professional staff of the library, which operates within the framework of policies determined by the City Manager. The staff and public may recommend titles to be added to the collection.

General Principles of Selection

Selection is based on the merits of a work in relation to the needs, interests, and demands of the Radford community. Responsibility for the reading of children rests with their parents or guardians. Selection shall not be inhibited by the possibility that books may come into the possession of children. Appropriate material for all ages shall be provided in the library's collection.

Criteria

The following criteria should be considered in selection:

- Contemporary significance or permanent value
- Accuracy
- Authority of author
- Relation of the work to the existing collection
- Price, format, and ease of use
- Scarcity of information in the subject area
- Availability of the material elsewhere in the community or through interlibrary loan
- Popular demand
- Duplication of material already in the collection
- Critical reviews

Gifts

The library accepts gifts of books and other materials with the understanding that items that are useful to the library collection will be retained, while other items will be disposed of in whatever manner the library deems best, i.e., by giving them to the Lamplighters, our Friends of the Library, for their used books sales, by exchanging them for other books the library needs, by selling them, or by discarding them. Memorial books purchased by the library with donated funds will meet all library selection guidelines and will have a gift label affixed to the material.

Collection Re-Evaluation

Obsolescence, damage, and normal wear-and-tear make the discarding of books a continual process. A careful study of each book should be made, especially non-fiction titles, taking into account the following: number of copies in the library, provision for other coverage in the field, other similar material, and demand for material on the particular subject. Generally, recommended titles that are still accurate will not be discarded, or will be replaced when they

become badly worn.

Objections to Material in the Collection

If an individual or group wishes to make a formal complaint about an item in the library's collection, they may complete the [Library Materials Comment Form](#).

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice

their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

Affirmed Propositions

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

3. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
4. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
5. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
6. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
7. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
8. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
9. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
10. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
11. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
12. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
13. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channels by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Radford Public Library By-Laws

Article I

Charter

The Radford Public Library is chartered by the Radford City Ordinance No. 719, dated July 13, 1970, which repealed and replaced Ordinance No. 418 dated March 24, 1941. Library board reorganized under City of Radford Ordinance No. 1479, repealing and reenacting Article XV "Library Board," of Chapter 2 "Administration," of the Code of Ordinances of the City of Radford, Virginia, 2000, as amended and re codified, to make the Library Board an advisory Commission, effective July 1, 2004.

Article II

Library Board Members

The Library Board shall consist of 6 members, serving without pay, but necessary expenses actually incurred shall be paid from the library budget to the extent that funds are available. The members of the Library Board shall be appointed by the City Council.

Term of Office

The term of office of the members of the Library Board shall be for 4 years or until their successors are appointed and qualified. Board members shall be appointed for no more than 2 consecutive terms. In the case of the young adult representative, the term shall be limited to a 1 year appointment.

Vacancies

When vacancies on the Library Board occur in any way other than by the expiration of terms, they shall be filled by City Council for the remainder of the unexpired term.

Removal of Members

The City Council, in its discretion, may remove any member of the Library Board for misconduct

or neglect of duty.

Organizational Meeting

Immediately after the appointment of the members of the Library Board, such members shall meet and organize by electing one of such members as Chair and other such officers as are identified herein.

Quorum

A majority of the members of the Library Board shall constitute a quorum for the conduct of the Library Board's business.

Officers

The Board shall elect a Chair and Vice-Chair annually to serve for the city fiscal year, July 1 through June 30. The Library Director shall serve as the ex-officio Secretary of the board.

Article III

Duties of the Officers

- *Chair*
The Chair shall conduct all meetings of the Board, appoint committees, and report action to the Radford City Council. S/he shall represent the Board as spokesperson needed for official functions and sign required documents on behalf of the Board. S/he shall be an ex-officio member of all committees.
- *Vice-Chair*
The Vice-Chair shall substitute for the Chair in his or her absence and shall be chairman of the Personnel Committee.
- *Secretary*
The Board Secretary shall be the Library Director (an ex-officio member of the Library Board). The Secretary shall keep minutes of all board meetings and maintain a complete file of correspondence of concern to the Board and shall perform such other duties as the Board and/or City Manager may determine.

Article IV

Committees

- *Personnel Committee*
The Personnel Committee shall be responsible for reviewing the performance of the Library Director and making recommendations to the City Manager on the director's annual evaluation. It shall make recommendations to the Board on the employment of the Director, which shall advise the City Manager. The Vice-Chair of the Board shall be Chair of the Personnel Committee.
- *Budget Committee*
The Budget Committee shall be responsible for advising the Library Director on the preparation of the annual budget request for submission by the Board to the Radford City Council. The Chair of the Board shall be the chairman of the Budget Committee.
- *Planning Committee*
The Planning Committee shall be responsible for preparing and updating the Five Year Plan. All projected services, staffing, and facility construction or modification shall be

included in the Five Year Plan. The Board Chair shall appoint the Chair of the Planning Committee.

Meetings

The Board shall meet on the Monday following the first full weekend of the month, or another day agreed upon by the majority of the members, at least 4 times a year, in August, November, February, and May, and at such other times as deemed necessary by the Chair and upon adequate notice being given to all members. Four Board members shall constitute a quorum.

Any member who misses 3 consecutive meetings or 3 meetings within a fiscal year will be considered to have resigned their position as a member of the Radford Public Library Board.

Finances

The Treasurer of the City of Radford will disburse all monies for the Radford Public Library.

Rules of Order

Robert's Rules of Order, newly revised, shall be the final authority as to parliamentary procedure insofar as it does not conflict with any provision of these bylaws.

Amendments

These bylaws may be amended at any regular or special meeting of the Library Board by a 2-thirds vote of the members present. A copy of the proposed amendment shall be mailed to each member of the Board not less than thirty days prior to the meeting at which the amendment shall be submitted for adoption. After adoption, a copy of the amendment shall be mailed to the Virginia State Librarian and the Radford City Council.

Adopted: January 10, 2005

Chair: William Zuti

Amended: May 9, 2011

Chair: Betty Overdorf

Appendix I – Forms

Click on a form name below to view that form.

[Adult Teacher and Homeschooler Parent Library Card – Agreement to Terms](#)

[Community Service Volunteer Agreement](#)

[Fees Sheet](#)

[Library Materials Comment Form](#)

[Volunteer Application](#)

FINAL DRAFT

Adult Teacher and Homeschooler Parent Library Card – Agreement to Terms

Radford Public Library, 30 W. Main Street, Radford, VA 24141

Last updated: March, 2016

The Radford Public Library supports the work of teachers and hopes to encourage the use of the library's resources in order to enrich the lives of their students. To that end, teachers and parents who homeschool their children and present documentation from the state of Virginia verifying their status as a teacher will be awarded a Teacher card. Documentation will also be requested at the time of account renewal.

The following applies to these accounts:

- They expire after 3 years, or when patron no longer qualifies as a teacher.
- 50 items can be checked out for 6-week periods, and cannot be renewed.
- DVDs are limited to 4 per account, and receive a 2-week checkout period.
- CDs are limited to 4 per account, and receive a 2-week checkout period.
- New books receive a 2-week checkout period, and may be renewed if the item is not on hold.
- No late fines will be charged, however loss and damage fees still apply.
- If an item is placed on hold by another patron, it is subject to recall, whereby the teacher will be notified when the hold is placed and must return that item to the library within three days. However, the teacher will be afforded at least a two-week checkout before the item can be recalled.
- Limit of 10 items per category.
- If an item is overdue for more than 3 months, the account will be restricted.
- If an item is overdue for more than 6 months, the item will be marked lost, and the teacher will be responsible for the replacement cost of the item. If the item is returned after it has been marked lost, a flat \$10.00 fee will be charged.

Teachers are encouraged to maintain a regular account for personal items and use the teacher card only for items relevant to teaching purposes.

My signature below indicates that I agree to the above terms and conditions, and understand that if I abuse the conditions above, the library director may choose to transition my account back to a standard account. If this happens, I will be notified verbally and/or in writing.

Printed Name _____

Signature _____

Date _____

Staff Initials _____



Radford Public Library
30 W. Main Street
Radford, VA 24141
540-731-3621

Community Service Volunteer Agreement

Full Name _____ Phone Number _____

Email Address _____

Person to contact in case of emergency:

_____ Telephone _____

The Radford Public Library accepts, on a limited basis, court and school-ordered short-term community service volunteers. The volunteer's offense must not involve larceny, must be of a nonviolent and non-threatening nature, and is subject to approval by library staff. A variety of tasks may be assigned to respond to immediate needs that the library might have.

Community service volunteers are expected to observe proper decorum while on library property and not entertain their peers during service hours. Limited cell phone use is permitted with verbal permission from supervisory staff.

Additionally, community service volunteers are subject to all of the Library's volunteer policies as listed in Radford Public Library's Policy Manual. A copy of these policies will be provided upon request.

My signature below indicates that:

- I agree to the above terms and conditions
- I confirm that my criminal offense does not involve larceny, and was of a non-violent and non-threatening nature
- I understand that the library reserves the right to dismiss me as a community service volunteer if I violate the terms above or for any reason at any time.

Additionally, I _____ (name) do hereby agree to indemnify and hold harmless the City of Radford from any and all claims or causes of action that may arise out of performance of my assigned duties. I waive any right of action I have against the City of Radford in consideration of my participation as a volunteer for the City.

I also understand that in my capacity as a City of Radford Volunteer, I may come into contact with confidential information. I agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my service as a volunteer has ended.

Volunteer Signature _____ Date _____

Staff Initials _____

Fees

Radford Public Library, 30 W. Main Street, Radford, VA 24141

Damage fees:

Damaged CD in a set.....	\$8.00/disc
Repairable damage to books.....	\$5.00
Missing artwork with CDs or DVDs.....	\$5.00
Missing charging cord for electronic device.....	\$15.00

Faxing (sending or receiving).....	\$1.00/page
Maximum charge per fax.....	\$30.00

Interlibrary Loan Fees:

Fee per ILL item.....	cost of postage
Interlibrary loan late fines.....	\$1.00/day

Late fines:

Standard late fine.....	\$.10/day per item
Maximum late fine per item.....	\$3.00
Maximum late fine per patron when all items are returned.....	\$10.00
Interlibrary loan items.....	\$1.00/day

Lost Item fees:

Charge for lost item(s).....	cost of replacement(s)
Fine required to restore account if item(s) marked lost are returned.....	\$10.00
Processing fee if lost item is replaced.....	\$5.00

Meeting Room Charge (if applicable).....	\$15.00/hour (one or both sides)
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Notary Services.....	Free
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Printing/Copies:

Black and White – one-sided.....	\$.10/page
Black and White – double-sided.....	\$.20/page
Color – one-sided.....	\$.25/page
Color – double-sided.....	\$.50/page

Test Proctoring.....	Free
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Unique Management Fee.....	\$10.00
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Radford Public Library
30 W. Main Street
Radford, VA 24141
540-731-3621

Library Materials Comment Form

Author _____

Title _____

Publisher _____

Date of Publication _____ Call No. _____

What brought this item to your attention (reviews, word of mouth, etc.)?

Have you read/reviewed the entire item? Yes No

To what do you object? Please be specific.

What work would you suggest as an alternative or compliment to this item?

Your name _____ Phone _____

Email address _____

Complete mailing address _____

Do you represent an organization? Yes No

If so, name or organization _____

Signature _____ Date _____



Radford Public Library
30 W. Main Street
Radford, VA 24141
540-731-3621

Application for Volunteer Position

Please answer each question legibly and as fully and accurately as possible.

Contact Information

Name _____

Telephone _____ Email address _____

Street Address _____

City _____ State _____ Zip code _____

Scheduling

Date available for volunteer work _____

Are you interested in short-term volunteer assignments? (Circle one) Yes No

Are you interested in long-term volunteer assignments? Yes No

Days/Hours available to volunteer _____

I prefer _____ hours per week / month (circle one).

Additional Information

Do you need special accommodations to perform the essential functions of the job you are applying for?

Yes No

Are you seeking this volunteer position to (check one):

_____ fulfill court-ordered Community Service

_____ satisfy school/class/scholarship requirements

_____ become a regular library volunteer

Are you age 18 or older? Yes No

If no, please list date of birth _____

If you are applying for a volunteer position which requires driving, do you possess a valid driver's license?

Yes No

If yes, what class? _____

Please list your automobile insurance company and telephone number _____

Have you volunteered for the City of Radford before? Yes No

If yes, please list responsibilities and approximate dates _____

Have you ever been convicted of a crime (other than a minor traffic offense that resulted in a fine)?

Yes No

If yes, please state the crime(s) you were convicted of, the date, and the nature of the crime(s). Use an attachment sheet if necessary.

Employment History

Employer _____

Address _____

Name of supervisor _____

Telephone number _____

Responsibilities _____

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Employer _____

Address _____

Name of supervisor _____

Telephone number _____

Responsibilities _____

--

Employer _____

Address _____

Name of supervisor _____

Telephone number _____

Responsibilities _____

Additional Skills

Please check any skill that you have experience or an interest in:

_____ Previous library work - (circle one) interest experience

_____ Data processing/Computer work - (circle one) interest experience

_____ Typing/Word processing - (circle one) interest experience

_____ Knowledge of foreign language - (circle one) interest experience

_____ Knowledge of audiovisual equipment - (circle one) interest experience

_____ Storytelling - (circle one) interest experience

_____ Arts & crafts abilities - (circle one) interest experience

_____ Knowledge of working with historical/archival material - (circle one) interest experience

_____ Experience with electronic resources - (circle one) interest experience

Other special interests, skills, hobbies _____

Emergency contact _____ Phone _____

I _____ (name) do hereby agree to indemnify and hold harmless the City of Radford from any and all claims or causes of action that may arise out of performance of my assigned duties. I waive any right of action I have against the City of Radford in consideration of my participation as a volunteer for the City.

I also understand that in my capacity as a City of Radford Volunteer, I may come into contact with confidential information. I agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my service as a volunteer has ended.

Printed name _____

Volunteer Signature _____

Date _____